



FACULTY SENATE Est. 1991

Ed Walker
President

Aubrey Fowler
V.P. / President Elect

Diane Holliman
Secretary

Michael Noll
Parliamentarian

Tracy Woodard-Meyers
Past President

Faculty Senate Minutes

November 21, 2013
U.C. Magnolia Room

The Faculty Senate convened on Thursday, November 21, 2013 at 3:31 p.m. in the U.C. Magnolia Room.

1. Call to Order by Ed Walker followed by a **10 minute Question and Answer session**: President McKinney *Questions have been submitted anonymously from the faculty. See Attachment A*

1). During the summer four administrative positions were created in the Office of the President. What was the process for creating these new administrative offices? What funding sources are used to pay these new salaries? I believe that these positions were filled by presidential appointment. In the future will openings in these positions follow open and public search procedures?

Speaks of appointments rather than searches. Created a position for Chief of Staff – this position remains unfilled pending our budget discussions for the upcoming fiscal year. Search will take place when President feels he is ready after budget conversations. 2nd position is probably Assistant to the President for Government and Corporate relations – this is a move from one division to another. Phil Allen position was moved from the office of Advancement to the President's office. 3rd position was another move the creation of Vice President for Enrollment Management, Marketing & Communications – Andy Clark position that used to sit in Academic Affairs as a direct report to the Provost. It is an interim position – will probably announce a national search sometime in January to fill this position. Will consult with Faculty Senate to populate faculty to serve on that search committee.

2). Why wasn't there more community people involved in the homecoming? If you or your vice president is not a member of civic roundtable, you should be. You should also ask the high schools to participate in any community function-girl scouts/boy scouts/ lions/ flower clubs/ etc. People show up when they have someone in the parade.

Probably had greater community participation that Friday of Homecoming week occurred on 1st Friday. Downtown business got very much involved and was thrilled to be involved. We are always looking to improve that connection. Would love to hear any specifics anyone has on this. Made a push to get the Chamber involved and the downtown businesses involved. Main Street was pretty much painted black and red.

President reported the following news from the Board of Regents:

BOR had their November board meeting last week. Would like to congratulate our colleagues in the Langdale College of Business. The BSBA with an emphasis in Healthcare Administration was passed unanimously. This has been a strategic initiative of the University – given extra funding by the BOR. Program will begin running in the new building.

Construction on the new building is preceeding. Expect to have a punch list by the middle of December. Hope to start moving everyone in shortly after the start of the new year with ribbon cutting sometime in the month of April when the legislative session is over.

Board laid out their meeting schedule for 2014. The October, 2014 BOR meeting will be held at VSU. Universities budget is due at the Board office by December 20th. Our budget hearing has not been scheduled yet. Guesstimate it will be late January early February.

President asked if there were any questions. No questions were asked.

Proxies were read.

2. Approval of the minutes of the October 17, 2013 meeting of the Faculty Senate.

<http://ww2.valdosta.edu/facsen/meeting/minutes/index.shtml> (See link for minutes from October 17, 2013)

Minutes were approved.

Agenda is out of order with New Business preceding Committee Reports. **Diane Holliman made motion to move to the committee reports as is procedurally correct. Emily Rogers seconded. Passed unanimously.**

3. New Business

a. Committee member evaluation form – Some committee chairs have concerns that some Committee Members are just “punching their ticket” – can there be an evaluation form for committee members that can be turned over to the colleges to let them know you had x-y-x faculty members on this committee and they served actively/non-active. Floor opened for discussion as to whether the committee would like to look into this. **M. Sanger made motion to explore further. Jose’ Velez-Marulanda seconded. Michael Sanger and Emily Rogers volunteered to work with Committee on Committee (CoCo) on this. Ed Walker made call to question to remand to CoCo to explore this. Passed unanimously.**

b. Graduation Ceremony 2013-2014: Ed Walker reported a number of concerns from faculty that the changes to graduation did not get vetted by the faculty senate. Areas of concern are there is no summer graduation and people who have not completed their stuff are not allowed to walk early and no separate Graduate ceremony.

L. Adams moved we make a resolution today stating that the Senate does not agree with the decision on graduation – Seconded by D. Holliman – VSU faculty senate is opposed to the changes in the graduation ceremony (no summer graduation and no separate graduate ceremony) and the process by which the changes came about. Prefer not to do away with the summer graduation and the separate graduation held for graduates.

Resolution states: Whereas student and faculty governing bodies were not formally consulted about changes to the graduation; whereas the Graduate graduation ceremony was melded with the undergraduate graduation ceremony; whereas the summer graduation ceremony was eliminated; and, whereas summer graduates are denied the privilege of walking early as a result of these changes; we the

faculty senate stand opposed to the changes to the graduation ceremony as presented by the President via email on November 1, 2013. John Dunn seconded. Amendment was accepted. Call to question was made for all in favor of passing. **Motion passed unanimously with no abstentions.** Idea of forming an adhoc committee to serve as a liaison between the Faculty Senate and the President's office was tabled until the February meeting and the committee has had time to receive a response from the President's office.

c. Announcement: Dessert Social - Friday, November 22nd @ 1-3 pm Student Union Ballroom: Announcement was made to remind everyone. COSA sponsored.

d. VSU Foundation Board of Trustees letter (**Attachment B**):

Motion made by Jason Allard to pass a resolution that the Faculty Senate supports the efforts of S.A.V.E. to encourage the VSU Foundation to consider divesting from fossil fuel extraction-based investments. Seconded by Diane Holliman. No further discussion. Motion passed with two abstentions.

2nd Resolution states: Whereas the tone of the letter is patronizing, condescending and dismissive; whereas the letter is written and presented on VSU letterhead and therefore apparently represents VSU administrative thought - We the Faculty Senate condemn and reject the letter written and sent by Wayne Edwards, Chairman of the Investment Committee of the VSU Foundation Board of Trustees in response to the President of S.A.V.E. and that groups concerns and efforts toward foundation divestment from companies or funds supporting fossil fuel extraction. Call to question of this resolution – passed unanimously with one Nay.

4. Statutory Committee Reports:

Report from the Academic Committee – Approval of November 11, 2013 minutes

<http://www.valdosta.edu/academics/registrar/academic-committee.php> (See link for November 2013 minutes): Michael Sanger reported there were no challenges. Ed Walker reminded the Senate that at the last Faculty Senate meeting it was voted to approve anything that came through the Academic Committee through the end of the academic year unless there was a challenge brought forth by someone about one of their decisions. Executive Committee was not aware of any challenges. Aubrey Fowler gave a summary of the meeting as follows: There was a number of proposal brought forward mostly dealing with changes in prerequisites, some had programmatic changes – changing the makeup of the major or in some cases minors – Same as previous committee items.

Committee on Committees - Laura Wright: Laura Wright sent an email to all the Deans letting them know that Faculty Senate and Statutory Committee election results are due January 15th. She and Diane will get together probably the week after finals and put together the grievance elections at large. Election forms and the updated rosters have been posted to the website.

Faculty Affairs Committee - Katharine Adams (**See attachment C**): Recommendation comes from committee requires no second. Floor was open for discussion for modification/approval of recommendation. If approved it would pass from the Faculty Senate to the President to be included in the annual faculty evaluation form. After much discussion a request was made to look at the language “acceptable standards compared to other professional faculty within the Department”. Stop the wording after “acceptable standards”. **Motion was made to vote on the recommendation as presented that a three tiered FAR evaluation scheme would provide a more accurate and descriptive assessment of faculty performance as compared to the satisfactory/unsatisfactory rating currently used to evaluate faculty performance as stated in Attachment C.** Aubrey Fowler made call to question. Motion was denied unanimously. Senate was asked if they

would like for this to be remanded back to the FAC for further examination. After much discussion – **Michael Sanger made the motion to remand back to the Faculty Affairs Committee to reexamine based on the discussion to remove the wording “compared to other professional faculty within the Department” and further investigate the tier rating. Motion was seconded by Maren Clegg-Hyer. Vote was taken – 30 Ayes, 14 Nays and 2 Abstentions. Motion passed to remand back to the committee to review the language and further investigate the tier rating.**

Katharine Adams reported on 12 month faculty taking mandatory leave for holidays: COSA sends survey to staff every three years – they vote on the holidays and schedule and it is posted on the HR website. It is also dictated by limitations of 12 calendar holidays which is a BOR rule and 5 day mandatory leave rule by the BOR. The issue is 12 month faculty is required to take mandatory leave days that predominately fall within the holiday season. Some faculty would prefer to work those days and take leave at different time of year. Faculty was not permitted to provide any feedback in terms of making the holiday schedule. 12 month Faculty does not have a voice on the COSA survey. Spoke with Denise Bogart, who spoke with the President and the COSA President and they would work with H.R., I.T., and Strategic Research to create a survey designed to be sent to 12 month faculty and staff to allow everyone to have input into the holiday leave schedule. Current holiday schedule set through 2015, but there is a form that has been recently revised by HR called the Mandatory Leave Holiday Adjustment Form and this is on the HR website. This is to be used when 12 month faculty or staff desire to work on a holiday or a mandatory leave day. Has to be prearranged with Dept. Head and Dept. Head has to sign off on it. Form is submitted to HR and they would in essence swap the leave day. This is for individual instances only.

Faculty Grievance Committee - John Dunn: No Report.

Institutional Planning Committee - Daniel Baracksky: No Report.

d. Standing Committee Reports

Academic Scheduling & Procedures - Said Fares, Chair: No Report.

Academic Honors & Scholarships - Jimmy Bickerstaff reported they received BOR memo about the 2014 Academic Recognition Day Honor for the state house of representatives and there will be a nominating memo going out to VSU faculty at the beginning of Spring semester. The committee will be meeting the first week of classes to work on organizing for the Annie Powe Hopper Award and the Honors award dinner which is held in May.

Athletics - Matthew Grant: No Report.

Educational Policies - Michael Sanger: No Report.

Environmental Issues - Jason Allard: (See attachment D1 & D2)

Faculty Scholarship & Research - Todd Royle: Faculty Scholarship & Research Committee awarded to date for Fall semester \$160,000 for faculty development through professional presentation, instructional improvement and course curriculum proposals. The November meeting involved the Seed Grant competition. The aim is to help especially newer faculty establish a line of research. Large submission of 35 packets – funded 17 for a total of \$93,493. Last of the acceptance/rejections letter went out this morning.

Library Affairs - Colette Drouillard: Laura Wright reported: they have met and awarded a lot of the money pool request. If you have any questions, contact Colette.

Minority & Diversity Issues - Sean Lennon: No Report.

Student Activities & Services - Viviane Foyou: Financial Aid Appeals Committee met and all appeals for Spring, 2014 were previewed and are now being processed by the Office of Financial Aid.

Technology - Jose' Velez-Marulanda: No Report.

e. Special and Ad Hoc Committees reports:

Bylaws Ad Hoc Committee - Ed Walker: Committee is finished.

Report from Ad Hoc Committee to Update and Improve VSU faculty handbook, Chair: Linda Jurczak: No Report

Special Committee to explore two day per week teaching schedule - Aubrey Fowler – Committee is finished.

Special Committee for Faculty Rights and Safety - **(See Attachment E)**: Karl Paoletti reporting for Michael Noll - refer to attachment E. Committee will make a final report to the Faculty Senate at the February, 2014 meeting.

Special Committee to look at the development of a standing committee to improve VSU internationalization efforts - Michael Noll & Victoria Russell: Diane Holliman reported per email from Fred Ware – Special committee to consider the development of a standing committee to improve VSU Internationalization efforts has drafted a proposed set of bylaws for discussion at the next Faculty Senate meeting. The intent is to move as quickly towards senate approval of this new Standing Committee in order to have in place by the end of this academic year.

Adhoc committee to compose a response to University Strategic Plan - Ed Walker and Aubrey Fowler: No Report.

Amendment committee – Laura Wright: At October meeting vote was taken to consider an amendment to the bylaws to add the wording “no fewer than one Council of Staff Affairs (COSA) member recommended by the President of COSA will sit on each committee” for the Faculty Senate standing committees. Floor opened for discussion. No discussion was offered. Vote was taken. **All those in favor of adding “no fewer than one Council of Staff Affairs (COSA) member recommended by the President of COSA will sit on each committee” as an amendment to the bylaws - Passed unanimously. Bylaws will be changed to include the wording.**

4. Old Business:

5. Discussion:

6. Adjournment: 5:20 p.m.

Attachment A: **QUESTIONS SUBMITTED ANONYMOUSLY FOR PRESIDENT MCKINNEY.**

Submission Date	What is your question for the President? (all responses are completely anonymous)
9/30/2013 8:47	Can more be done to assist with spousal hiring? We've lost two faculty members in our department due to this problem.
9/30/2013 8:53	In last year's salary study only non-collective bargaining universities were chosen, and if these are plotted on a United States map it becomes apparent that it wasn't a truly national salary study, but a southeastern salary study. You have said that you plan on doing the a another salary study this year. Are you going to include all peer universities (ie large, public, masters universities)? What salary percentage will you be shooting to achieve this year? And, when will the new salary study get started?
9/30/2013 9:22	Can we PLEASE have fall break back? / / The students and faculty hit a burn out period mid October. We are almost here and the decline is evident. / WELLNESS needs to be part of our scheduling considerations. I am really dissapointed that the Senate voted to nixt that for next year as well. A very unhealthy choice. / The FALL BREAK is absolutely needed. Let's think about the WHOLE community in regards to scheduling. Not just those who want to have off with their children for a week. You do realize that many faculty who pushed for this decision will now wrap up their classes the week before Thanksgiving break..... and perhaps that is also a motivation. / aka , give their finals before Thanksgiving..... / We give finals in our final time. / and that leads me to DEAD DAY... / / DEAD DAY is crucial for those in the Arts - it isa huge art/music/theatere project presentation day. It is the only time in the schedule to present these capstone works. / / It is also an imporant study day that MY students need. / / Honestly, what is up with this "no break" approach to education at VSU? We are not robots and this is not a factory. / Where is the condiseration for beign well in our educational institution ? / /
9/30/2013 9:24	Why doesn't VSU (the NCAA Div II 2013 Football Champions) have its own football stadium? It's a bit embarrassing for a team touting such accolades to have to play in a High School stadium.
9/30/2013 9:52	What was the source of the funding for the solar panels on the south side of the library? Was the faculty consulted in any way about this addition to the campus? Is there any truth to the rumor that the Oak Street Parking lot will be covered with solar panels? If so, have or will any environemental assessments be conducted to assess the impact of all that construction on the animals and birds that use One Mile Branch as their safe corridor through that area?

9/30/2013 9:54	When will the faculty and the campus community start hearing more about what projects are being planned and what infrastructure decisions are being made? The community was promised better communication from the President's Office but we haven't seen any new communication initiatives be launched just yet.
9/30/2013 9:58	Is it possible for faculty (and non-hourly employees) to be paid bi-weekly, instead of monthly? Our current system is barbaric, especially for those faculty who don't get paid over the summer....even for the best "savers".
9/30/2013 10:00	Can VSU do more to proactively serve the chronically underserved Hispanic/Latino population of the state by reaching out to encourage, recruit, & retain their children?
9/30/2013 10:03	During the summer four administrative positions were created in the Office of the President. What was the process for creating these new administrative offices? What funding sources are used to pay these new salaries? / I believe that these positions were filled by presidential appointment. In the future will openings in these positions follow open and public search procedures?
9/30/2013 12:15	When performing "salary adjustments," why is it common practice to omit unionized universities?
9/30/2013 12:47	I have been told that when a staff person is reclassified within their department, that the funding for the reclass must come from the Supply budget. Is this true and if so, why would I want to be reclassified if the students would suffer from a loss in our ability to supply them. (with paper, toner, etc.)
9/30/2013 13:18	What is the possibility of 10-month faculty salaries being paid out over 12 months? I have zero opportunities for summer teaching and it is a real struggle to put away so much money every month to cover the mortgage, etc. This would also allow for the various deductions and insurance to be spread out more evenly.
9/30/2013 14:34	
9/30/2013 16:39	Is there any way that you could put more top level financial support and emphasis into study abroad programs? There have been plenty of "attaboys" and "attagirls" but many of us who gladly carry out these programs are never sure if we will break even. Faculty have often gladly sacrificed their time and energy with very little encouragement from department heads and deans who seem to think it's only our way of getting to travel overseas. Our students need global education and VSU should be leading the way among the USG comprehensive universities. Thank you!

9/30/2013 18:26	You've publicly mentioned at the College of Arts and Sciences start of the semester faculty meeting that it is reasonable for new faculty to receive startup packages and that the amounts of these startup packages would meet the needs of the individual faculty, recognizing that certain fields of research are more expensive than others. Currently, new faculty get a couple of thousand dollars, which in many science fields is not enough to get a research program started. This low startup amount makes it seem like the administration is out of touch with the reality of the costs of starting up a research program as a beginning assistant professor. What are your plans to increase startup packages for new faculty who are hired this year and what are your plans, if any, to create a pool of funds that are not tied to the University's fiscal year that can be used for startup packages?
9/30/2013 21:49	Was just wondering what the plans are for the empty lot (formerly Barnes Drug Store) at the corner of Brookwood and Patterson, across the street from the Communication Disorders building. It has been sitting empty for several years now. Could it be used for additional parking, if nothing else?
10/2/2013 8:49	It's wonderful that we are celebrating 50 years of integration this week. However, what are we doing as a university to ensure that our current administration (department heads and above) is more integrated?
10/2/2013 20:09	So, now that we have been told that your statement that "across the U.S. CUPA numbers were used" when determining pay raises are absolutely false, would you care to explain how and by whom these numbers were derived? / / I know you have seen the map displaying the institutions that these CUPA data came from and the fact that almost all are southeastern and NONE are from union states. If Andy Clark was responsible for determining these numbers, is he the one we should direct our IRE against? We deserve, as a faculty, to know who is purposely, albeit badly, misleading us.
10/3/2013 12:29	There seems to be some confusion about doing outside consulting work. Could you clarify whether faculty can do consulting or presenting/trainings during the work week?
10/3/2013 12:31	Why does VSU not allow overload teaching for faculty during the semester? This seems to be a common practice at many other universities.
10/3/2013 12:32	Why are faculty only allowed to teach 2 Summer courses?
10/5/2013 17:23	/ why weren't there more community people involved in the homecoming? If you or your vice president is not a member of civic roundtable, you should be. You should also ask the high schools to participate in any community function-girl scouts/boy scouts/ lions/ flower clubs/ etc. People show up when they have someone in the parade.
10/9/2013 14:54	Would someone put Malcolm Rainey's obituary on the faculty list serve. He's a former vp for academic affairs, founder of the Valdosta symphony. It's in oct. 9's paper. please.

10/12/2013 15:26	There is hardly any diversity in the Division of Student Affairs administration. What is being done to increase diverse personnel in this area and who is evaluating the Dean of Students performance? The retention of our students is everyone's job and the Division of Student Affairs seems to be doing the least. There should be events and activities going on daily. I rarely see any promotion of student affairs activities.
10/14/2013 10:31	Please tell us how an associate to the Provost amassed so much power? Some Deans and most staff are afraid to disagree because of the fear of losing our jobs.
10/15/2013 9:48	With the current crime on campus and the push for security classes, why in the world has the Administration not filled and therefore lost 10 positions in Campus Security?
10/23/2013 17:09	Mr. President, / What are the University's plans toward providing benefits for employees who have same-sex domestic partners? / Are there State policies that limit the University's ability to offer such benefits?

Attachment B:



October 29, 2013

Danielle Jordan, President
S.A.V.E.
Valdosta State University

Dear Ms. Jordan,

The Investment Committee of the VSU Foundation Board of Trustees has reviewed the request from your organization that securities issued by companies engaged in the production of fossil fuel energy be excluded from the foundation's endowment portfolios. Compliance with your well-intentioned request is impractical for a number of reasons and perhaps even a breach of the fiduciary responsibility that all of our trustees take very seriously.

The various VSU Foundation endowment portfolios are managed on a discretionary basis by multiple asset management firms within the parameters of a specific allocation model carefully constructed by our committee using the advice and expertise of our lead asset manager, Ladenburg Thalmann. During the on-going process of active asset management, portfolio managers must be granted the discretion to move into and away from any sector of the economy they wish as long as they remain consistent with their individual mandates and objectives. It's possible that abridging this freedom of movement could adversely impact overall investment performance, but more importantly, it could impact the ability of asset managers to control overall investment risk. The endowment's value to the university, its students, and its faculty is something that we are unwilling to jeopardize.

The marketers of "socially responsible" investing, always anxious to promote a particular investment process, change their approach from time-to-time. Years ago it was all about alcohol, tobacco, firearms, and apartheid. Now it's about anthropogenic climate change. In the interest of intellectual honesty, I suggest you read some critiques of the UN report you cite in your letter. You'll have no trouble finding them.

It is the desire of the VSU Foundation to financially support the university to the utmost of our ability and to let "social responsibility" and the "reduction of human suffering" flow forth from the university's success in accomplishing its mission over the many years to come. This, in our judgment, is the best and highest use of the assets with which we are entrusted.

Sincerely,

Wayne Edwards
Chairman

Attachment C

To:
Edward Davis Walker;
Cc:
Diane C Holliman;
Dear Dr. Walker,

The Faculty Affairs Committee (FAC) was tasked with reviewing the annual faculty evaluation to determine if the two assessment ratings of “Satisfactory” and “Unsatisfactory” specified in the VSU faculty evaluation model (available at <http://www.valdosta.edu/colleges/education/deans-office/documents/fem-final.pdf>, Faculty Annual Report, Appendix C) provide a fair assessment of faculty. As noted in the Faculty Senate minutes (April 18, 2013, Attachment C), there is inconsistency in the descriptive language used by department heads in evaluating the Faculty Annual Report (i.e., satisfactory/unsatisfactory) and that used in the Board of Regents Tenure and Promotion of Faculty Sections (i.e., excellent, outstanding, noteworthy, superior).

At the September 30, 2013 meeting of the FAC, members began considering the current VSU assessment standards as well as other alternatives. The alternative assessment schemes were discussed in light of the language used in the VSU faculty evaluation model and promotion and tenure guidelines. Further investigation of faculty evaluation schemes used by other post-secondary institutions ensued. Telephone inquiries and internet searches of institutional websites revealed that some post-secondary institutions employ evaluative systems with between three to six rating options. Other institutions allow specific colleges or departments to use their discretion in developing the descriptive ratings used for faculty evaluation.

The FAC approved a three tiered FAR evaluation scheme (i.e., excellent, satisfactory, and unsatisfactory) over the current two tier scheme (i.e., satisfactory/unsatisfactory) used by department heads during the October 14, 2013 meeting. By adding a third evaluative rating option above the “Satisfactory” level, department heads may provide a more accurate and descriptive evaluation of faculty performance for those exceeding the acceptable standard of performance. Finally, during the November 4, 2013 meeting, the FAC finalized and approved definitions for a three tiered FAR evaluation scheme. Language similar to the current definitions was retained in defining “Satisfactory” and “Unsatisfactory”. “Excellent” was added as a third evaluative rating with language mirroring that used in the other two standards. The three ratings are defined as follows:

EXCELLENT: Excellent performance is demonstrated by performance levels that are recognized as exceeding reasonable and acceptable standards compared to other professional faculty within the department.

SATISFACTORY: Satisfactory performance is demonstrated by performance levels that are recognized as meeting reasonable and acceptable standards compared to other professional faculty within the department.

UNSATISFACTORY: Unsatisfactory performance is demonstrated by performance levels that are clearly recognized as not meeting reasonable and minimal standards compared to other professional faculty within the department.

The Faculty Affairs Committee requests that the Executive Committee of the Faculty Senate consider our recommendation that a three tiered FAR evaluation scheme would provide a more accurate and descriptive assessment of faculty performance as compared to the satisfactory/unsatisfactory rating currently used to evaluate faculty performance.

Respectfully submitted,

Katharine S. Adams, Ph.D.

Chair, Faculty Affairs Committee

Associate Professor, Department of Psychology and Counseling

Valdosta State University

1500 N. Patterson St., Valdosta, GA 31698

Attachment D

Links and notes from Environmental issues committee:

D1 Link to Physical Plant work order form, where the user can tailor the request to a lighting issue:

<https://tma.valdosta.edu/webtma/GenerateRequest.aspx?key=8fMN5Hy6FywdBGVfahdUsPDaD%2bsth%2bE6fXG%2brkvftJ0%3d>

D2 Hello,

At today's EIC meeting, the committee voted on and passed, the following statement that I am sending onto the Executive Committee of the Faculty Senate.

"The EIC moved to agree to the following statement as a committee and to communicate it to the Executive Committee of the Faculty Senate for consideration:

The EIC as a standing committee of the Faculty Senate supports the efforts of S.A.V.E. (Students Against Violating the Environment) to encourage the VSU Foundation to consider divesting from fossil fuel extraction-based investments."

If you have any questions, please let me know and I can attempt to answer them myself or ask the committee for input.

Thank you,

Jason

Dr. Jason Allard

Associate Professor

Department of Physics, Astronomy & Geosciences

Valdosta State University

1500 North Patterson Street

Valdosta, GA 31698

Attachment E- Minutes of the Special Committee on Safety and Security at VSU:

1st Meeting: <http://ww2.valdosta.edu/~mgnoll/SCSS-Minutes-1st-Meeting>
<<http://ww2.valdosta.edu/%7Emgnoll/SCSS-Minutes-1st-Meeting>>

Special Committee on Safety and Security at VSU

1st Meeting / September 4, 2013 / 9-10:30am

Minutes

Members Present: Terrell Andrews (SGA, Student Night Patrol Officer); Lauren Braun (COSA, Center for International Programs); Arian Bryant (SGA, NOT team leader); Jessica Klotz (COSA, Access Office); Dr. Michael G. Noll (Faculty Senate, Chair), Randi Rice (SGA, Langdale Hall Housing Director); Dr. Karl Paoletti (Faculty Senate, Faculty Affairs Committee); Dr. Maggie Viverette (Office of Social Equity)

I) Welcome and introductions

II) General Questions posed to the committee

- What measures exist to create a sense of safety on campus?
- What procedures and tools do we have to protect students, staff, and faculty?
- Do we follow due process? What are the legal procedures when events transpire?
- Issues about free speech on campus? Designated spaces vs. campus wide free speech?
- How can we best identify the 'weak' spots that currently exist and provide measures and safety belts for "human stupidity" to improve safety on campus?
- Are there guidelines when "things go wrong" like best practices guides?
- What are the key issues (from various perspectives) we want to address in our committee?

III) General Observations from each member present

Night Ops Observations:

- The need to hire more Caucasian staff members. Concern that African American drivers are "off putting" to white students who do not use the night shuttle services.
- Bigger stickers/decals for the buses to "stand out" for students. Informing students about the services available (Flyers, handouts, magnets, etc).
- Bus routes only around main campus and Sustella Avenue. Routes do not include shuttle services to North Campus (need justification for fuel costs and students who use the service)
- Budgetary cuts – Night Ops staff members no longer perform building rounds in the residence halls. RA's now have to take care of the building rounds.

Student Patrol Observations:

- Lack of awareness of what student night patrol officers do
- What is their role? How can they inform students? Parents?
- Play an active role in new/Freshmen student orientation/Orientation for parents ☐ Flyers that exist do not create awareness, lack information
- Safety issues—poorly lit areas on VSU's main campus (lack of sufficient lighting near buildings, parking lots), lack of

security cameras, improper use of the blue emergency call boxes

Housing Observations:

- Dark areas on campus and near the residence halls (e.g. free speech zone near Langdale Hall)
- Safety of the buildings, maintenance issues, lack of routine maintenance in older buildings
- Cameras—installation of new cameras in lobbies, shared common spaces (common rooms, study rooms, etc), and elevators will be complete by November. Cameras will not be installed in “private” spaces (ie. hallways with shared bathrooms).
- Buildings have swipe card access, but anyone (once inside the buildings) can move freely throughout the facility. Color cards carried by residents (colors for each residence hall) and staff who reside on site. Issues about color cards being used by non-residents. Issues with swipe card access and non-residents accessing the buildings. Recommendation: make all floors, all rooms card access only by residents.
- VSU PD issues-Escorting students on campus—no “ride alongs” but will escort students on foot to their residence halls; replacement/installation of lights and cameras on campus (only 30% of the cameras work)

Faculty Observations:

- Concerning faculty and student relations—what is the procedure/policy in the event of accusations of wrong-doing?
- Call to University Counsel—what policies are in place? None? Federal policies vs VSU (Does VSU have any?)
- What policies are in place to protect faculty and not let them feel abandoned by the institution? Example- “laptop incident”, “biology professor”
- Any support from the administration?
- Should there be an internal committee to handle these incidents? (modeled after Student Conduct)?
- Creation of an Ombudsman (mediation) position to facilitate the needs of faculty/staff in this area?
- Further discussion with Faculty Senate/Faculty Affairs—create policies to protect faculty from false accusations, job loss, ruined reputations, etc.
- Need to develop a mechanism and language to address sensitive issues; lines of communication with department chairs, deans, VPs, etc.

Staff/Title IX/Student Observations:

- Concerns about policies and procedures (individuals feeling able to act according to procedure?) For example, individuals knowing where/how to file complaints—sexual harassment, discrimination, assault vs. interpersonal disagreements (conflict resolution).
- Misuse of Title IX policies—language for sexual harassment policy applied to employee conflicts
- Staff training/self-defense—employees told “do not fight your attacker” and try to get away? vs. natural self defense?
- Safety for staff who work late during the week (poorly lit areas on campus)
- Informing constituents about incidents on campus—i.e. Clery Act via US Dept. of Education (<http://ope.ed.gov/security/GetOneInstitutionData.aspx>)

IV) Initial objectives of the committee

- Develop BEST PRACTICES GUIDES for students, staff, and faculty
- Create an internal committee to address incidents before they are made public (media frenzy), not to cover-up but to protect from false accusations and possibly irreversible consequences;
- Finding the “weak spots” and proposing solutions to those areas

V) Meeting adjourned at 10:30am

2nd Meeting: <http://ww2.valdosta.edu/~mgnoll/SCSS-Minutes-2nd-Meeting>
<<http://ww2.valdosta.edu/%7Emgnoll/SCSS-Minutes-2nd-Meeting>>

2nd Meeting of the Special Committee on Safety and Security at VSU
September 23, 11am-1pm, Conference Room 1, VSU Student Union

Minutes

Members Present: Terrell Andrews (SGA, Student Night Patrol Officer), Lauren Braun (International Programs, COSA), Airan Bryant (SGA, NOT leader), Mr. Scott Doner (VSU Police Department), Jessica Klotz (Access Office, COSA), Dr. Michael Noll (Faculty Senate, Chair), Randi Rice (SGA, Langdale Hall Housing Director)

- 1) Meeting was called to order 11:05am
- 2) Review of minutes from first meeting - minutes approved
- 3) Oversights from previous meeting
- 4) Comments and observations from VSU Police Chief Scott Doner:
 - Out of 12 sessions presented during the freshmen orientations (sessions focused on safety issues) only 4 individuals attended. Some parents show up because they want to know, but the majority of parents do not. “People don’t care (about safety or threats to their safety) until it happens to them.” The attendance to the “Forum About Safety” (held on September 16) consisted of some staff (committee members present) and students who were seeking extra credit. University Police offers regular training and seminars (see: <http://www.valdosta.edu/administration/finance-admin/police/our-services.php>) but few organizations request or attend those sessions. University Police have had attendance issues, and do not have a budget to offer food or other incentives (besides extra credit) to encourage student participation.
 - Budgetary concerns/issues - how do you fulfill a need (e.g. crime prevention) without a sufficient budget?
 - Additional concerns about informing students about VSU PD services and programming - information used to be featured in VSU 1101 course (now Freshman Year Experience class)
 - VSU PD offers training and attends monthly meetings with the VSU Housing and Residence Life

offices to address regular student concerns/issues.

- VSU PD has met with the Faculty senate and deans, but overall there's a false sense of safety/security. ("People don't care about safety until something happens ...")
- Common use/misuse of blue emergency phones for information instead of emergencies. Students still call 911 even though they are advised to contact VSU PD.
- Nearly 500 cameras on campus are up and running (\$1500/camera + DVR and installation). Cameras are basic, black and white, with low resolution.
- Concerns about students having after-hours access to university buildings and spaces (e.g. in the Biology-Chemistry Building). How to balance overall safety concerns with academic/research needs? Need to invest in electronic ID card access systems for classrooms and labs with expensive equipment and dangerous substances, to both restrict and monitor access (one swipe card access systems costs about \$500)

- 5) Need to collect some additional data and recommendations from the Committee Members - from the perspectives of Students, Staff, and Faculty:
 - a. Are there any issues that have been left out from previous discussions?
 - b. In general, how would you prioritize all your safety and security concerns? Or in other words, what is your wish list of concerns you would like to see addressed?
 - c. What are the minimum requirements and best strategies to remedy identified security/safety issues on our campus? Do you have recommendations for how to put institutional/technological/organizational changes into motion, to improve safety and security on campus?
 - d. Committee members were asked to share their prioritized lists and specific recommendations at the next meeting.
- 6) Use of these lists and recommendations to address security and safety concerns on campus and to develop a BEST PRACTICES GUIDE for each constituency (students, staff, faculty)
- 7) Committee will meet at least ONE more time before Thanksgiving (November?)
- 8) Meeting adjourned 12:31pm

3rd Meeting: <http://ww2.valdosta.edu/~mgnoll/SCSS-Minutes-3rd-Meeting>
<<http://ww2.valdosta.edu/%7Emgnoll/SCSS-Minutes-3rd-Meeting>>

3rd Meeting of the Special Committee on Safety and Security at VSU
October 22, 8:30am-10am, Conference Room 1, VSU Student Union

Minutes

Members Present: Lauren Braun (International Programs, COSA), Airan Bryant (SGA, NOT leader), Mr. Scott Doner (VSU Police Department), Jessica Klotz (Access Office, COSA), Dr. Michael Noll (Faculty Senate, Chair), Dr. Karl Paoletti (Faculty Affairs Committee)

- 1) Meeting was called to order at 8:35am
- 2) Review of minutes from second meeting - minutes approved
- 3) New Business:

a) Update on the stabbing victim of October 10. What lessons can we learn from this incident?

Victim is in stable condition and wants to return to his studies at VSU. Rumors are rampant (Was this a hate crime? Was it a random act?), but the investigation is on-going. A lot of calls came in to VSU Police on the night of the attack, but very few calls came from students---majority of calls came from parents in the Atlanta area. VSU Police concerned with the lack of response from students when they received the campus alert and when many students did not follow lockdown procedures.

In general, students are informed to contact VSU Police if they see anything suspicious or feel unsafe. The majority of calls that come in to VSU police, though, are related to issues like car troubles, elevator malfunctions, etc.

In regard to the “rumor mill” it should be noted that social media (esp. Facebook) played a major part in the spreading of (mis)information. “Facebook is faster than we are...”

Campus Alert system will automatically contact any phone numbers registered in the directory, and staff as well as faculty have the possibility to “opt out” of receiving these alerts. It was reported that a significant number of staff and faculty claimed to not have received any alerts. Thus, it seems advisable to make sure that the directory used for the campus alert system is complete and up-to-date.

National studies indicate that the best ratio of police officers per student is 3 officers for every 1,000 students. However, VSU has only 24 full time officers for the entire campus, 5 officers less than it used to have just a few years ago, when our total student population was smaller than it is today. Thus, the hiring of additional officers seems important in order to provide better security at VSU.

A note about the blue emergency call boxes on our campus: there are 130 call boxes currently installed. The number of legitimate calls (i.e. true emergency calls) is rather small, with 2-3 per year. Each box costs about \$5000 to install.

A note about cameras on campus: there are approximately 500 cameras installed on campus. However, they do not cover every inch. Thus, the area of the stabbing, for example, happened to be in a “blind spot”. Part of the problem might be that some cameras were removed during renovations of Nevins Hall, but were not returned upon completion of the project. In the context of the stabbing event of October 10 it should be noted that members of the Student Night Patrol did an exemplary job supporting the VSU Police and securing the crime scene.

What else can we learn from this incident? Inform students to be street smart on or off campus. Could a mandatory safety class be introduced for students (FYE)? Should this be included in the annual compliance

training for staff and faculty? Inclusion of VSU Police emergency contact info in New Employee Training? Addressing safety in New Student Orientation materials? It should also be pointed out that training sessions are available at VSU, addressing issues of safety and security—but the issue is attendance. How do we “incentivize” attendance, so that students, staff and faculty attend?

b) Update on the ATM machine at the University Center.

For now, the lighting around its current location has been improved. ATM at the VSU University Center will be relocated to the VSU student union, based on comments made by Dr. McKinney at the October 17 Faculty Senate meeting. Spectator from Thursday, October 24th, also reported the planned relocation of the ATM Machine to the Student Union.

c) What’s missing in regard to our discussions on safety and security at VSU from the perspective of students, staff or faculty? Residence halls? Shuttle service? Night patrols? Needs for equipment and personnel?

Jessica attended the “Responding to Campus and Workplace Violence Workshop.” She shared materials from the workshop and expressed a desire to make sure our committee does NOT duplicate policies and procedures that are already in place. The workshop was presented by Leah McMillan (VSU Counseling Center) and Major Anne Farmer (VSU Police). They also introduced the VSU Behavioral and Intervention Team (which consists of Leah McMillan, VSU Counseling Center; Tom Hardy from Housing and Residence Life; and Anne Farmer, from VSU Police). VSU policies for internal events—there is an internal policy to respond to complaints (students, staff, faculty) or incidents. However, if an incident is reported to local officials, VSU’s team cannot intervene. On the student side—student affairs has their own judicial process for Student Conduct. There should be similar clear policies for Staff and Faculty, and said policies made public and better communicated, so that all of us are informed and know what to do, under what circumstances.

Needs: equipment (lights, cameras); personnel (more officers on campus); trainings (mandatory compliance and orientations); budgetary consideration to meet these needs? Anything else?

4) **IMPORTANT:** over the winter break Dr. Noll will work on a final report, summarizing our discussions, formulating recommendations, and presenting a final document to our group at our next and possibly last meeting in late January/early February, 2014. Please share any materials, concerns and comments you have with Dr. Noll so that they can be integrated in this final report.

5) Meeting adjourned 9:50am

Members and Visitors Present

*Indicates proxy

Executive Committee:

Ed Walker, President

Aubrey Fowler, Vice President/President Elect

Diane Holliman, Secretary

Michael Noll, Parliamentarian

Tracy Meyers, Past President (ex-officio)

College of Arts:

J. Bickerstaff

L. Corbin

T. Crane

C. Hawkins

L. Jurczak*

K. Murray

K. Paoletti

K. Winska

College of Arts & Sciences:

T. Aiello*

J. Allard

D. Baracskey

S. Chakraborty

J. Dunn

S. Fares

D. Fike*

V. Foyou

R. Gladwin*

T. Grove

D. Hall

J. Harper

M. Hyer

J. Jewusiak

S. Kregar*

A. Lazari (absent)

B. Mboup

N. McIntyre (absent)

T. Meyers

K. Morris*

O. Nikolova*

M. Noll*

M. Pufong *

V. Russell*

J. Velez-Marulanda

G. Walczak

College of Business Administration:

G. Futrell
D. Kuhlmeier
A. Ostapski*
T. Royle
E. Walker

College of Education:

K. Adams
L. Adams
J. Archibald
J. Baxter Graves
D. Briihl
M. Carter
M. Grant
R. Green
D. Holliman
D. Lambeth*
S. Lennon
M. Sanger (absent)
R. Tsemunhu
D. Wright

College of Nursing:

D. Atkinson (absent)
B. Cohen (absent)
S. Walters

Odum Library:

C. Drouillard*
E. Rogers
L. Wright

COSA Representative (non-voting):

R. Lee

Student Senators (non-voting):

W. Jimerson

Proxies:

John Dunn for Tom Aiello
Jessica Graves for Linda Jurczak
Grazyna Walczak for Sandra Kregar
Laura Wright for Colette Drouillard
Said Fares for Ransom Gladwin
Sudip Chakraborty for Victoria Russell
Diane Holliman for Ofelia Nikolova
Sean Lennon for Dawn Lambeth
Katherine Adams for Karen Morris
Todd Royle for Andy Ostapski
Maren Clegg-Hyer for Darrell Fike
Karl Paoletti for Michael Noll

Babacar Mboup for Marc Pufong

Visitors:

Angela Uyeno – Internal Audit

Delilah Thomas – Internal Audit

Jonathan Klotz – COSA

Blake Clark – S.A.V.E.

(Illegible signature)

Dr. Brad Bergstrom – Faculty

Will Jimerson – SGA President

Teresa Williams – Grad School

Dr. Sheri Gravett – Academic Affairs

Dr. David C. Danahar – Academic Affairs